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SUMMARY OF THE EXECUTIVE BOARD MEETING
17 November 1982

EB 82-03

Members in attendance were:



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1. [] opened the meeting with the observation that within the Agency there have been several recent and very serious instances of fraudulent overtime claims and misuse of official funds. He reaffirmed the responsibility of each member to establish and enforce procedures whereby the performance of compensated overtime by employees under their jurisdiction is authorized. Officers who certify T&As are to assure that all overtime claimed by an employee was authorized and was actually performed.

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2. [] then briefed the members on two agenda items to be considered by the EXCOM. The first item was a proposal to change the policy on donated overtime by employees in Grades 12 through 15. The proposal had three main elements:

a. Employees in Grades 12 through 15 would be paid for overtime worked, provided;

b. Payment would be made only when management determined that the task required overtime and specifically directed the employee to work overtime to complete it.

c. All overtime would be worked outside the employee's regularly scheduled work day.

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3. The second EXCOM agenda item concerned a proposal to control "rating creep" in Performance Appraisal Reports. The recommendation to be considered by the EXCOM is that rating "4" be reaffirmed as a rating indicating the individual is fully satisfying all job requirements. The second part of the recommendation on the PAR was that the Office of Personnel develop an experimental model PAR using a three-level rating system with an accompanying written narrative.

25X1A 4. The members were asked to consider the two agenda items and [] was asked to synthesize their collective observations into a recommended OC position for [] 25X1A

25X1A 5. [] summarized developments to date on the MOU. Specifically: 25X1A

25X1A a. [] were the focal point officers for their respective organizations and were responsible for evolving MOU implementation plans. They will be assisted by [] and Messrs. French and Yamamura of State.

25X1A b. [] was to serve as the Chairman of the new [] Policy Board. In that context: 25X1A

25X1A (1) [] indicated that he wished to have [] serve as his staff. They will not, however, serve as Board members. The Department has been advised that CIA wishes to write []'s contract and that State should write [] contract. 25X1A

25X1A (2) [] has under consideration the Terms of Reference (TOR) for the Policy Board. They are essentially identical to the recommendations contained in the Special Review Panel Report (with the exceptions that the TOR does not provide for NSA and DCA membership on the Board and does not address joint training in the same detail as the report recommendation).

(3) The Board's essential function will be to articulate board policy statements. It is tentatively scheduled to meet for the first time on 21 December 1982.

25X1A 6. Each OC Executive Board member was asked to review his and his staff's interaction with their State counterparts and determine the degree, if any, to which that interaction should be modified. 25X1A

7. The D/CO asked that by January 1983, [] develop ideas on how to address the MOU requirement for commonality of network architecture.

25X1A 8. The D/CO called for the Executive Board members to meet again - as an MOU Review Group - on Monday, 13 December 1982 at 0900 in the D/CO Conference Room. That meeting will be for the purpose of reviewing progress and for preparing the D/CO for the 21 December 1982 [] Policy Board meeting.

25X1A 9. [] to provide each Executive Board member with a package of MOUs to which the Office is a signatory. [] indicated he would then assign to the appropriate Staff or Division oversight responsibility for each of the MOUs. 25X1A

10. The 1985 program was discussed in terms of:

- a. The impact of the new MOU.
- b. Support to []
- c. Black telephone service.

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Because of time considerations, the Board members were asked to hold their impact statements for a reconvening of the Board in December 1982. (Note: Thursday, 16 December 1982 at 1300 was subsequently selected as the tentative date and time on which the Board will meet on the 1985 program impact subject. A confirming note will be sent to all Board Members at least two weeks before that date.

25X1A

[]
Secretary

25X1A APPROVED:

[]
Director of Communications

- 3 -

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